



Celebrate Gaithersburg in Olde Towne

Sunday, Sept. 20, 2009, Noon-5 pm

In the Heart of Gaithersburg's Historic Business District

Vendor Application

Activities scheduled to date include:

- Taste of Gaithersburg
- Naturalization Ceremony
- Gaithersburg Distinguished Citizen and Outstanding Organization Awards
- Live Entertainment
- City World Market Celebrating Diversity (*Arts & Crafts from Local & International Artisans*)
- Activities & Amusements for the Entire Family
- "Green Zone" Exhibitors & Activities

301-258-6350 ■ www.gaithersburgmd.gov/celebrate





Celebrate Gaithersburg Fact Sheet

Interpretation of the guidelines is at the discretion of the City staff.

Setup

Your arrival time will be noted on your entrance pass. Setup will be between 7:30 – 10 a.m. **(Please note: Passes and directions will be mailed in September.)** The streets will be closed to all traffic at approximately 10 a.m. Please plan enough time for setup. **You must unload, and move your car to the assigned parking area, before starting setup.**

Vendor Spaces

All spaces are 10' x 10'.
All vendors must provide and are responsible for their own equipment and must stay within their assigned space. **Booths must be dismantled promptly at 5 p.m. but not before.**

Festival Regulations

The festival staff reserves the right to have exhibitors remove unacceptable items, or relocate, or dismiss any participant. The staff has the right to ask vendors to remove any objects they deem objectionable or inappropriate. No alcoholic beverages, pets (except guide dogs), skateboards, roller blades, bicycles, or weapons are permitted within the festival.

Important Tax Information

The State of Maryland requires any person selling used items as a business or selling new products to charge 6% sales tax and have a Maryland Tax number. Vendors' names will be submitted to the Maryland State Comptroller's Office. If you do not have a Maryland Tax number, call the Maryland Sales Tax division at 410-767-1300 or apply online at www.marylandtaxes.com.

Food

No food items or drinks may be sold by any vendor except for festival-approved food vendors pre-authorized by the Montgomery County Health Dept.

A separate food vendor application for the "Taste of Gaithersburg" is available. Please call 301-258-6350 with questions or for an application. Food vendors should contact the Health Dept. at 240-777-3986 for license information.

Photos

Photographs submitted may be used by the City of Gaithersburg to promote the festival. Also, please note that photographs taken during the event may be used in future promotional materials.

Vehicles

Only one vehicle will receive a pass to enter and park within the festival area. Limited additional entrance passes for unloading purposes may be requested prior to September 1. All other vehicles must find alternate parking. Booth staff arriving later in the day should use the free shuttle service from Lakeforest Mall. Please call 301-258-6350 prior to September 11 with any questions concerning passes.

At the end of the festival, vendor vehicles will not be allowed to re-enter the festival area until police deem it safe to open roads and the all-clear announcement is made.

Electricity/Water

There will be **no electricity or water available unless previous arrangements have been made with the Vendor Coordinator.** Vendors providing their own generators are required to barricade them for safety.

Tables/Chairs/Canopies

It is mandatory that you bring your own tables, chairs and canopies unless previous arrangements have been made with the Vendor Coordinator.

Refunds/Rain Policy

There will be **NO** refunds! **This is considered a RAIN or SHINE event.** You are responsible for covering your merchandise in case of rain. If the City cancels the event due to public safety concerns, a refund will be granted.

Sponsorships

Additional promotional opportunities are available through sponsorships and the "Green Zone." Please call 301-258-6350 for details.

Please detach and keep this page for your reference.



Celebrate Gaithersburg **A p p l i c a t i o n**

Application does not guarantee acceptance and placement in festival. The event organizers will use a selection process to provide the greatest variety of vendors to enhance the festival experience for those attending. Vendors who are not selected will receive a refund.

Please complete application - (please print or type)

Applicant's Name _____

Business Name _____

Address _____

Work Phone _____ Home Phone _____

Cell Phone _____ Fax _____

Email (MANDATORY) _____

Maryland Tax # _____

☐ City of Gaithersburg Resident ☐ Nonresident

Please check a vendor type below and complete the appropriate information on the reverse side of this form. **Incomplete applications will be returned and NOT processed.** Resident fees apply to those businesses or persons who live within the incorporated city limits of Gaithersburg.

Vendor Type	Resident	Nonresident
<input type="checkbox"/> Commercial Vendor (Does not include Food Vendors).....	\$125	\$145
<input type="checkbox"/> Political Candidate	\$ 30	\$ 50
<input type="checkbox"/> Nonprofit Organization.....	\$ 30	\$ 50
<input type="checkbox"/> Arts and Crafts (<i>Items must be made by vendor</i>).....	\$ 50	\$ 70
<input type="checkbox"/> City World Market (<i>Crafts and other items celebrating diversity</i>).....	\$ 50	\$ 70

Early application deadline is **Friday, July 10, 2009**. After July 10 a late fee of \$20 will be applied and applications will be accepted only while space is available. **No applications will be accepted after September 4, 2009.**

Arts and Crafts Information - Items must be handmade by vendor

■ No electricity. ■ Limited number of canopies, tables and chairs are provided. ■ Include photographs representative of your items. ■ Describe all items you would like to sell. Be specific. _____

City World Market Information - vendors who have international crafts and other items celebrating the diversity in our community

■ No electricity. ■ Limited number of canopies, tables and chairs are provided. ■ Include photographs representative of your items. ■ Describe all items you would like to sell. Be specific. _____

A City World Market "BusinessLaunch" Emerging Entrepreneurs training program is offered free to the first 20 qualified applicants. Check here if interested ☐ Yes ☐ No. For consideration in the BusinessLaunch program please return this application by April 30, 2009. For details call 301-258-6395.

Application Continues →→

Commercial Vendor Information - all other businesses, professionals and merchants

- No electricity, tables, chairs or canopies are provided. ■ If selling items you must include photographs representative of your items.
- Describe all items you would like to sell or distribute (handouts, literature, giveaways): _____

(Opportunities may exist to reduce the fee if you are able to provide interactive displays and free activities that would enhance the overall festival activities. Please contact us as soon as possible to discuss options.)

Nonprofit and Political Information:

- No electricity, tables, chairs or canopies are provided. ■ What does your nonprofit organization promote? Be specific: _____

- Describe all items you would like to sell or distribute (handouts, literature, giveaways) and/or any activities/games you plan to run: _____

All Applicants

I certify that I have read and fully understand the Celebrate Gaithersburg Fact Sheet and that the information contained in this application is true, and I will personally be responsible for ensuring that the space plan for Celebrate Gaithersburg Day will be carried out in conformance with this application. I further understand that I must have a Maryland State Tax ID# and if applicable, a Montgomery County Health Permit in order to sell anything at the festival.

I certify that I have read, or have been given the opportunity to read, and fully understand R-73-05 (sent upon request), any amendments thereto, the Festival Rules and Regulations (Fact Sheet), this Agreement, and any other applicable law or resolution that is in effect as of the date of Celebrate Gaithersburg in Olde Towne 2009.

By participating in this City of Gaithersburg festival you agree that you or anyone entitled to act on your behalf, together with the organization you represent (if any), hereby waive and release the City of Gaithersburg and the organizers of the festival, plus all event partners, sponsors and volunteers, and their representatives, successors and assigns, from all claims and liabilities of any kind arising out of your participation in the festival, even if that liability may arise out of negligence or carelessness on the part of the persons named in this waiver.

Participation in Celebrate Gaithersburg Day by groups or organizations other than City of Gaithersburg officials, departments or committees does not constitute City of Gaithersburg endorsement.

Signature _____ Date _____

Mail application and fees to:

Celebrate Gaithersburg
506 S. Frederick Avenue
Gaithersburg, MD 20877

Make checks payable to **"City of Gaithersburg."**

☐ Resident ☐ Nonresident ☐ Late fee after July 10, 2009 (add \$20) Type of Vendor _____

Amount paid \$____ Cash\$____ Check \$____ Circle one: VISA/MC/Discover # _____ Exp. (Month/Year) _____

Print Name _____ Signature _____

The City of Gaithersburg is committed to making reasonable accommodations as required by the Americans with Disabilities Act. Request must be made prior to the start of the program. Please indicate what accommodations are necessary: _____

Office Use Only: Dept. Key #98

Rec'd: _____ Initials: _____

W P M F Resident: Y N

Pr: _____ Date: _____